

## **STATEMENT OF PURPOSE**

### **RS21071**

The Idaho State Historical Society (ISHS) in collaboration with the Department of Administration recommends a consolidation of the records functions of the State Records Center (SRC) and the Idaho State Archives (ISA) under the direction of ISHS.

The short term purpose of the consolidation is to streamline the state's current records management, enhance efficiencies, and reduce redundancies; the intermediate purpose includes program improvements, prorated and appropriate budget support for state records management services; and the long term purpose is implementation of cost recovery for the state's management, preservation, and access to city and county records of enduring fiscal, administrative, legal, vital and long term research value.

ISA currently manages approximately 130,000 cubic feet of permanent records. State, county and city agencies transfer 2,500 – 3,000 cubic feet of records annually to ISA.

The SRC is currently holding 33,000 cubic feet of records, which includes 20,000 cubic feet of permanent records. The SRC also receives 2,500 cubic feet of records annually.

### **FISCAL NOTE**

The \$237,000 dedicated fund appropriation in the Department of Administration for the State Records Center will need to be moved to the Idaho State Historical Society. State agencies currently pay fees to the Department of Administration to manage the records and the funds are deposited and appropriated in the Administration and Accounting Services Fund. This legislation provides that these funds will now be deposited and appropriated out of the Records Management Service Fund in the Idaho State Historical Society. Two FTP will also be transferred from the Department of Administration to the Idaho State Historical Society.

In order to properly plan for the merger of state records management and records from local governments under a single agency, the Idaho State Historical Society requires an appropriation of \$65,000 from the General Fund, on a one-time basis, to conduct a records study. The state would hire a consultant to conduct an analysis of the records holdings within the state, study and recommend an on-line catalog/database for the merged records storage information; and provide cost estimates for future storage enhancements and or expansions. The consultant would also develop standard protocols for collections processing, cataloging, and digitizing; considerations for state-wide records training program; and future staffing requirements. Additionally, the consultant would work to identify alternative funding mechanisms to create a predictable source of funds for records management.

**Contact:**

**Name:** Janet Gallimore, Executive Director

**Office:** Historical Society

**Phone:** (208) 334-4655